

Westborough Advisory Finance Committee  
Minutes of Meeting No. 19, FY2012  
January 30, 2012

Approved  
February 6, 2012

Members Present: John E. Arnold, Chair, Ed Behn, Bill Linnane, Jo Lown, Jim Tepper, Kathy Rosenblum Senie, J. J. Malone, Lisa Blazejewski. Absent: Peter Allen.

At 7:05 p.m. Mr. Arnold called the meeting to order in the Selectmen's Meeting Room.

### **Call to Order/Open Forum**

There were no requests to address the Committee.

### **Approval of Minutes**

#### **Meeting No. 17, January 23, 2012**

Ms. Blazejewski requested an amendment to the minutes. Ms. Blazejewski moved to accept the minutes as amended. The vote to approve the minutes is 7 in favor and 1 abstention (Lown), with 8 being present.

#### **Meeting No. 18, January 26, 2012**

Mr. Malone had emailed corrections to the minutes. Mr. Linnane also requested an amendment. Mr. Linnane moved to accept the minutes as amended. The vote to approve the minutes is 7 in favor and 1 abstention (Behn), with 8 being present.

### **Preparation for FY2013 Annual Town Meeting**

#### **Budget and/or Article Review/Discussion**

##### **Council on Aging**

Alma DeManche, Executive Director, and George Barrette, Council Member, appeared before the Committee to present this budget and related article. Other members of the Council on Aging were also in attendance. Mr. Arnold noted the increase of \$2,553 due to the increase in the current Outreach Worker position from 19 to 35 hours/week. Mr. Tepper added that there is also a change in the rate, as this will now be a union position. Ms. DeManche noted that the Personnel Board had approved the 35-hour/week position. She has spoken with Town Manager Jim Malloy and feels he intends to approve it also. She pointed out that, although this is the first increase in hours for the Council in almost 20 years, the elder population of Westborough has increased by 25% in the last 10 years. Mr. Barrette added that the workload has increased along with the senior population. The Council feels one position at 35 hours/week is preferable to two at 19 hours/week, for continuity. Ms. DeManche explained that the Outreach Coordinator meets with the families of seniors to discuss services and plans for care, and assists seniors who have no family in town. The biggest increase in Expenses is due to the Council's two buses, which run every day, and require regular brake work and tire replacement (labor is provided by the DPW). The \$6,000 increase in special services will enable the Council to retain the services of an outreach worker who primarily provides service to the male senior population. This position has initially been funded by an Area Agency on Aging grant. Although there is a possibility the grant will be renewed, the Council budget is proposing to fund it in case the grant extension is not funded.

Ms. Lown noted that this department's budget had had no significant contingency. Mr. Linnane felt the Council should think about future needs and communicate those to Mr. Malloy. Mr. Arnold added that a 5-year human services plan, similar to the Capital Expenditures plan for equipment, might be needed to help forecast priorities over the next 5 years. Ms. DeManche noted that there were around 1,900 seniors when the Senior Center was built—now there are 3,315. She sees a future need for someone to deal with the language barrier for the growing elderly Asian population in Westborough. She added that the Council has an excellent working partnership with the Fire and Police Department, as well as with John

Badenhausen of Youth & Family Services. Mr. Behn noted that \$100/senior is expended (compared to \$15,000/student in the School Department budget), adding that the Council does a lot with limited resources. Mr. Arnold noted that Mr. Barrette should check with Mr. Malloy on the precise wording of the Council's warrant article.

**Areas/Topics of focus during upcoming AFC meetings**

Mr. Arnold distributed a department list and Town Meeting Warrant article summary. The Committee reviewed which departments needed to be scheduled for a meeting.

**Legal Department.** Ms. Lown noted there was still no explanation for the contingency in this budget.

**Veterans' Services.** Mr. Arnold felt a brief presentation was in order due to new part-time staff.

**Health Department.** At Thursday's meeting the Committee will discuss the written input provided by Paul McNulty. Ms. Blazejewski will obtain PDF versions of the landfill contracts.

**Country Club.** Mr. Tepper met with John McMorro and John R. Arnold and felt they were ready to meet with the Committee. He noted that the Superintendent's contract comes up for renewal this year, which may account for Mr. Malloy's doubling of their budget request. It appears that the Country Club budget funded ½ of a typical full-year budget since the contract is expiring where the Town Manager has projected an amount for a full year of funding.

**Fire/Ambulance and Police.** Ms. Lown will work with the Chiefs to see when they can attend.

**Historical Commission.** Ms. Blazejewski meets with them on Thursday.

**Moderator.** Mr. Arnold indicated this meeting is typically closer to Town Meeting.

**Municipal Building Committee.** Will be scheduled after the Board of Selectmen meeting presentation on February 28<sup>th</sup>.

**Personnel Board.** Mr. Arnold felt they should speak about the Warrant article.

**Board of Selectmen.** Mr. Arnold will have Mr. Malloy come in once the Warrant is finalized.

**Youth & Family Services.** Ms. Blazejewski met with John Badenhausen last week and will send a written report via email to the Committee.

Mr. Arnold noted that Mr. Behn had provided some additional questions for the School Committee, and asked that any further comments from the Committee be provided by Thursday.

**Draft Warrant Summary**

**Building Commissioner.** Attending on Thursday's meeting.

**Library.** They have 2 articles and will also speak to the custodian question.

**Assabet.** Coming in to discuss their article.

**Planning Board.** Will discuss their 3 zoning bylaw articles.

**School Committee.** Have 2 articles in addition to their budget.

**Assessor.** Linda Swadel is scheduled to come in.

**Personnel Board.** Will discuss the Wage and Salary schedule article.

There was some discussion about the wording of Article 8d, and whether the Committee should request language be added to allow the Transfer of funds as well as Raise and Appropriate. Mr. Arnold noted that Mr. Malloy's policy is to fund with raise and appropriate unless it is a one-time expense. Mr. Malone agreed with Mr. Malloy's approach, but would like the option to transfer the funds. Ms. Lown felt the Town Meeting needed the flexibility to decide the funding source for the General Reserve Fund. Mr. Behn moves that the Committee Chair request the Town Manager to amend Article 8d to include the ability to transfer monies as well as raise and appropriate. The vote to approve this motion is unanimous, 8 in favor with 8 being present.

Fire, Police, and Country Club articles will be discussed with departments as they come in. Mr. Malone wanted access to online copies of the Town Charter and Bylaws, as well as Zoning Bylaws so the

proposed changes can be studied in context. Mr. Arnold noted that one of the Bylaw changes affected the AFC role and would need to be discussed by the Committee. He added that the Open Space Committee should come in to discuss the Open Space article and has received email from Tim Dodd about that.

Mr. Arnold noted that the March 8 meeting, when the Committee would need to finalize its report, is 5 weeks away. Mr. Behn felt it would be helpful to put together a spreadsheet showing the budget totals by department and the percent increase from FY12 to FY13, in order to help the Committee pinpoint where the budget could be cut to achieve a smaller percent increase.

#### **Chairman, Committee Liaison, and Department Liaison Reports**

Mr. Arnold distributed a memo from Mr. Malloy and an updated spreadsheet from Town Accountant Leah Talbot. There was some discussion about the numbers and calculations used in the spreadsheet.

#### **Comments and Concerns of Committee Members**

Ms. Lown noted that, with the budget changes received to date, the new budget total is \$89,159,420.

#### **Recess**

The Committee took a short recess at 8:57 p.m.

#### **Training Session regarding the AFC financial spreadsheet**

The meeting re-convened at 9:10 p.m. with members Arnold, Behn, Blazejewski, Lown, Malone, and Tepper in attendance.

Ms. Lown guided the Committee members in attendance through the structure, terminology, and usage of the AFC's financial spreadsheet. This is a spreadsheet that has evolved over many years and is used for the AFC to track, report, and analyze financial information that is received from the Town's finance team, local and state financial reports, and the Committee and Town meeting recommendations and votes on financial items. The training was not fully completed during this session and will be continued at the end of an upcoming meeting.

Mr. Malone left the meeting at 9:20 p.m. Mr. Tepper left the meeting at 9:55 p.m.

#### **Adjournment**

Mr. Behn moved to adjourn the meeting at 11:11 p.m. Vote to adjourn was 4 in favor, with 4 being present.

#### **Document List**

Memo from Town Manager Jim Malloy.  
Updated Recap Spreadsheet, from Town Accountant Leah Talbot.  
Questions for School Committee, from Ed Behn.  
Annual Town Meeting Warrant Summary spreadsheet.  
AFC financial spreadsheet, from Ms. Lown.